



# FACILITY RENTAL INFORMATION

## 1. Reservation Procedures

Reservations will be taken at the Parks & Recreation office, 30 Twin Pines Lane, Monday through Friday 8am-5pm, and Saturdays by appointment only.

Reservations are accepted on a first-come, first-served basis, with a maximum of one year in advance and a minimum of 30 days prior to the event (subject to approval/availability). Below is a reservation timeline for renter classifications.

<b>Renter Classifications</b>	<b>Monday-Thursday</b>	<b>Friday-Sunday</b>
Belmont Residents	6 months in advance	12 months in advance
Non-Residents	5 months in advance	10 months in advance
Commercial Business/Professionals	6 months in advance	10 months in advance
Non-Profit Organizations * requires proof of 501 (c)(3) status	6 months in advance	6 months in advance

Facility reservation permits will be issued only to adults 21 years of age or older. Groups composed of participants under 21 years of age must be supervised by one (1) adult for every twenty (20) participants at all times while they are using facilities. The permit must be filed by one of the adults who will be supervising the function.

Completing and submitting the facility reservation request to the Parks and Recreation Office is an application only, NOT a confirmation of facility use. All applications **must first be** reviewed and approved by the Parks and Recreation Department.

Facility reservation permits cannot be transferred, assigned, or sublet. The Parks and Recreation Department reserves the right to cancel or change any use of facilities and/or equipment. Where possible, other accommodations will be provided.

The Parks & Recreation Department may refuse facility to anyone who has previously damaged a facility or left it in poor condition.

## 2. Payment/Deposits

A refundable rental deposit, plus a \$35 processing fee, is due with the reservation request form to secure the date. The balance is due 30 days prior to the event.

There will be a two-week processing time before the facility reservation request has been approved, and the deposit and/or processing fee has been paid. Once approved, a copy of the reservation form will be emailed, acting as the permit and binding contract.

After the event, it may take 2-4 weeks for the renter to receive the refundable deposit, assuming their portion of the cleanup was completed and signed off by staff. For faster refunds, paying the deposit with a credit card is strongly encouraged.

### **3. Insurance**

All facility rentals either open to the public, serving or selling alcohol, over 100 guests, or if it is deemed to be hazardous to life or property are required to provide proof of liability insurance (Certificates and Endorsements). The City of Belmont is not responsible for accidents, injury, illness, or loss of group or individual property.

Liquor liability is required if alcohol will be served or sold; host liquor liability is required if alcohol will only be served.

A minimum of \$1,000,000 general liability insurance will be required for claims and liabilities for personal injury, death, or property damage.

A Certificate of Insurance must be provided to the City by an authorized insurance agent (with the agent's name, title, email, and phone number) and contain the following endorsements:

The City of Belmont, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additionally insured.

The insurer waives the right of subrogation (the right of recovery against others) against the City of Belmont, it's elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and

The coverage must be primary and any other insurance carried by the City shall be excess over such insurance.

Certificates should be issued to:

City of Belmont

1 Twin Pines Lane

Belmont, CA 94002

Insurance certificates and endorsements are due no later than 30 days prior to the event.

### **4. Cancellation/Refunds**

The cancellation policy for facility rentals is 90 days prior to the event, for a full deposit refund. Cancellations must be submitted in writing via letter or email. Cancellations made less than the 90-day policy will forfeit their deposit.

Renters have the option of rescheduling an event, at a later date, by paying an extra "change of date" fee. For facilities the charge is \$50. Change of date requests require written notice in person or via email.

Any changes to your reservation (related to time changes or alcohol) must be made no less than 2 weeks prior to your event date.

## 5. Arrivals/Departures

The arrival and departure times listed on the permit is strictly enforced. When you are filling out your application, consider the time you will need to setup up and clean up after your event. There will be no entry into the facility before or after the time listed. This includes early entry to caterers, decorators, DJs, equipment rentals, family members, etc.

Also, please make sure to leave by the ending time on the reservation. In the event you stay past the ending time, you may forfeit your security deposit. Thus, it will be your responsibility to let everyone involved in your event know what the arrival and departure times are stated in your permit.

Rehearsal Time for quince or wedding events is not included with your reservation and must be booked either separately or added to the contract. All requests must be made at least 2 weeks in advance of your rehearsal date.

## 6. Set Up & Clean Up

A setup sheet will be provided to the renter-indicating placement of tables and chairs by Parks & Recreation staff. The setup sheet must be turned in at least 2 weeks before your event. The facilities coordinator will schedule an event meeting with the renter, at least one month before the event to discuss rental details, setup, and cleaning policies.

Events with 100 guests or more, will be required to pay the custodial fee. We will mop and sweep the floor, clean the kitchen and appliances, and wipe off tables. The renter is responsible for collecting and throwing away all garbage, disposing or removing all belongings, equipment, and decorations, and cleaning up any outside event trash or litter.

For events under 100 guests or more, the custodial fee is optional and may be added to the reservation. If you do not choose to pay the custodial fee, the renter is responsible for mopping and sweeping the floor, cleaning the kitchen and appliances, wiping off tables, collecting and throwing away all garbage, disposing or removing all belongings, equipment, and decorations, and cleaning up any outside event trash or litter.

Please note dropping off and leaving equipment at any location (indoors or outdoors) before or after the time listed on your permit is **not permitted**. The Parks & Recreation Department is not responsible for any equipment (rental tables, chairs, etc.) left outside for pickup.

## 7. Contact Person

The contact person on the permit is the person responsible for the event on "the day of" and should be the first person to arrive at the facility. They are required to check in with Building Attendant staff upon arrival. He/she should also attend any pre-event meetings with the renter and the facilities coordinator. They should also be informed of all the rental policies and items not allowed for decoration.

## 8. Loading and Unloading Items

Cottage Lane may be used for deliveries and pickups, but trucks are not permitted to park there, as it is a designated fire lane. As previously stated, any items left outside before or after the reservation time will not be our responsibility. The Sports Complex

Conference Center wheelchair lift is only for people needing assistance up the stairs. It cannot be used for bringing supplies up and down.

## **9. Alcohol Use & Security**

Alcohol use is permitted for reservations. It must be indicated on the facility reservation request. All events serving alcohol are required to submit proof of liability insurance, as discussed in the Insurance section. If you are selling alcohol-you must apply for the ABC License. Please check with our office for more information. No glass beer bottles are permitted.

For events over 150 people and serving alcohol, security is required. You must provide a copy of the company's Business License and a copy of your contract at least 2 weeks prior to your event. Failure to do, will result in the cancellation of your event. For events 150-200 people, 1 guard is required and for 200-250 people, 2 guards are required. Guards must be present at the "Event Start time" of the party and remain scheduled till the "Departure Time" on the permit.

## **10. Tables & Chairs**

All facility rentals include tables and chairs with your reservation. Our Building Attendants will setup and breakdown the tables and chairs before and after your event. Once you arrive, you may move tables and chairs around as needed. Please make sure **you do not** drag them, as it may scratch the floor and your deposit may be affected. However, if you are renting your own tables and/or chairs, staff cannot setup for you. You will have to setup/breakdown that equipment. Again, if any floor is damage is caused by outside rental furniture, the renter will be held responsible.

In addition to our regular tables, we also offer 10 high boy cocktail tables as an option for indoor or patio use.

## **11. Catering/DJs/Event Vendors**

We do not have a preferred vendor list, however, for any catering requiring cooking on site or special accommodations, please check with the Facilities Coordinator on what is permitted. Food trucks may only be stationed/parked in the parking lot. BBQ caterers can only setup outside if cooking on site. Please make sure all event vendors and setup crews are aware of all our decoration rules and policies, a few of which are listed in section 12.

## **12. Building Attendant Staff**

Building Attendants, which are Parks and Recreation staff, will be on site during your event. They are responsible for setting up and breaking down chairs and tables. They are stationed in the Senior Community Center in case you need anything. They will check you in at the reservation start time and do a facility walk-through to make sure there is no damage to the facility. At the end of the event, please check-out with them before you leave. They will do a final walk-through with you and assess your cleanup. If everything looks good, they will let you know or advise you what needs to be done before you leave. There is a form that must be filled out and signed to indicate if the deposit will be refunded back to you. **If you do not conduct a final walk through with staff at the end of your event and do not sign the form, you will forfeit your deposit.**

### 13. Items NOT permitted

Please let DJs, event setup crews, bands, and all other vendors know that nails, hooks, and tape (that is not painter's tape) are NOT allowed on the walls or floor. There are no exceptions. Any damage caused by a vendor, family or friend is the responsibility of the renter and he/she will be liable for any costs/repairs.

Below is a list of items not permitted for facility rentals. Please review this carefully and communicate these items with all event vendors, DJs, and setup crews.

- Animals (with the exception of service animals)
- Beverage coolers on the floor (without waterproof mats)
- Bird seed
- Chalk, spray chalk or any painted ground decoration or signage
- Candles/open flames (cake candles ok)
- Dance Floor
- Glass beer bottles (only can or kegs are allowed)
- Glitter/confetti (Piñatas must not have confetti)
- Outside grills or cooking equipment inside
- Petting zoos/pony rides
- Rice (for decoration)
- Smoke/fog machines (DJ)
- Swings or devices hung from trees
- Stages
- Tape (only painters tape is allowed for decorating)
- NO push pins, nails, or wall hooks**

\*PLEASE ASK FOR APPROVAL FOR ANY SPECIAL DECORATION REQUESTS

### 14. Bounce Houses

Bounce houses are not permitted for facility rentals. You can only rent them for picnic areas.